NATIONAL STUDENT CLEARINGHOUSE®

StudentTracker® for Colleges & Universities User Manual

December 14, 2017

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StudentTracker@StudentClearinghouse.org

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Background

What is StudentTracker?

StudentTracker® is the only nationwide source of college enrollment and degree data. More than 3,600 colleges and universities — enrolling 98 percent of all students in public and private U.S. institutions — regularly provide enrollment and graduation data to the Clearinghouse. Through StudentTracker, you can query our participating institutions' student data to perform all types of educational research and analyses — quickly, easily and affordably.

How Can StudentTracker Help You?

You can use StudentTracker to:

- Identify enrollment trends and patterns
- Track transfer student enrollment nationwide
- Improve your ability to target, recruit, and retain students
- Fulfill federal reporting requirements
- Verify and correct cohort default rates
- Determine a student's financial need level
- Plan curriculum modifications and institutional alliances
- Conduct academic assessments
- Identify students who are concurrently enrolled
- Perform accurate longitudinal and other outcome analyses

What's New as of Summer 2016?

The Clearinghouse is enhancing the StudentTracker service to make it more efficient and transparent. Enhancements include:

- Immediate feedback on your file submission
- Auto remediation of the most common file submission errors
- User interface that allows you to follow the progress of your file
- Faster report generation turnaround

What's New as of Winter 2016/2017?

- Institutional-specific breakdowns based on the Research Center's Signature and Snapshot reports.
- A new analysis-ready detail report.
- Demographic aggregate reports that provide outcomes by gender and race/ethnicity.
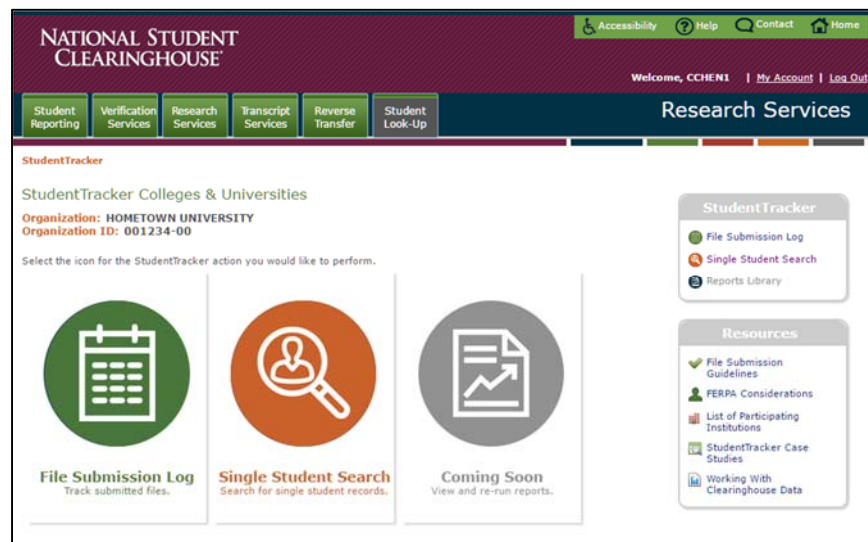
Access to StudentTracker

For full access to StudentTracker, two different accounts are required: an individual Web ID account and a shared FTP account. This guide covers how each account is relevant to the StudentTracker process.

Your level of access to Web ID and FTP accounts is decided and managed by your institution's User Administrator.
Please contact us at StudentTracker@StudentClearinghouse.org or 703-742-4211
for your User Administrator's contact information.

Web ID
Access: User Login at **www.StudentClearinghouse.org**

The Web ID account is used to perform Single Student Searches, and to track and review file submissions. **This is an individual account**.

A Web ID with full access to Single Student Search would be set with the following **permissions**:

- Standard Student/School Query
- Admissions
- Institutional Research

A Web ID with full functionality to complement the Batch Query File process would be set with the following **roles.** The user administrator will also need to check off a valid FTP mailbox for these users so they are connected to the Submitted Files Log.

- **FTP**: User will receive email notification for each file submitted and each set of reports ready to download from FTP.

- **ST Reports**: User will receive email notification when reports ready to download from FTP.

- **ST Submissions**: User will receive email notifications regarding **Validation Status** of files. User will also have access to **File Submissions Log** to review status of files.

If you require a password reset for your Web ID, request one from your User Administrator.

FTP

Access: FTP Login at **www.StudentClearinghouse.org** (which takes you to the page shown below).

The FTP account is used to submit Batch Query Files to us and to download reports we return to you. **This is a shared account.**

Each time a file is submitted to us, and each time reports are returned to you, all users with the **FTP role** will receive an email notification from the FTP account to which they are assigned.

If you would like to request an FTP account, send us an email at **StudentTracker@StudentClearinghouse.org**.

If you require a password reset for an FTP account, send us an email at **StudentTracker@StudentClearinghouse.org**.

> **NOTE:** After you log in to your FTP account, you may be asked to install the **Upload/Download Wizard**.
> We **strongly** recommend you **disable the Wizard** as it is not always reliable in transmitting data.
> If you would like to use the Wizard, please note that it only works in **Internet Explorer**.

How to Request Student Data

Before you query students, assess how many students you plan to query:

- **If you want to query 11 OR LESS students**, we suggest performing a Single Student Search
- **If you want to query 11 OR MORE students,** we suggest submitting a Batch Query File to us

Each method of querying has its own procedure, which you may find below.

Single Student Search

Step 1: Access Single Student Search

To access Single Student Search, go to **www.StudentClearinghouse.org**, click **User Login**, enter your Web ID, click the **Research Services** tab, then click **Single Student Search** (see below). For additional assistance with logging in to your Web ID, see our tutorial at https://clearinghouseacademy.org/how-to-login-to-the-secure-and-the-ftp-sites/.
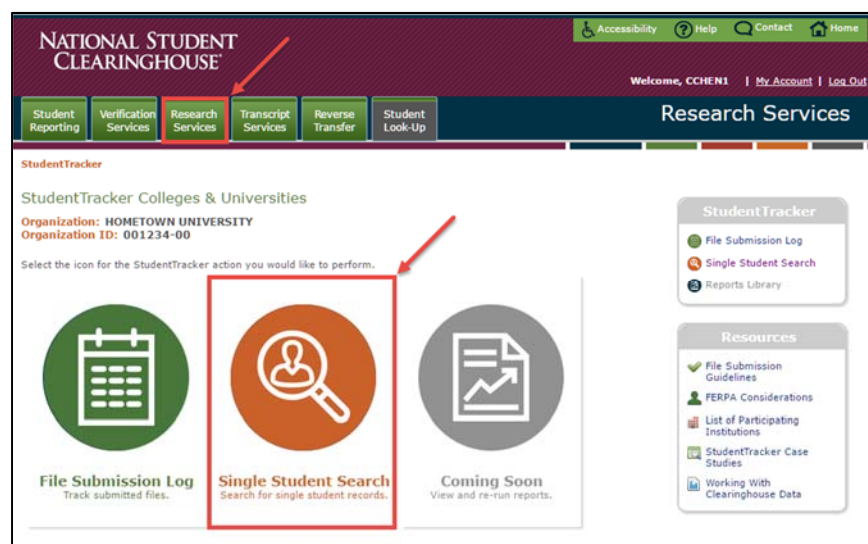
Step 2: Choose a Search Option and Enter Student Information

After you click **Single Student Search**, you may be presented with three **Search Options**, depending on your level of access:

- **Financial Aid**: To assist in the administration of financial aid for students who applied for it
- **Admissions**: To verify an applicant's assertions regarding previous attendance at other educational institutions
- **Institutional Research**: To determine the subsequent enrollment of your former students

Review each Search Option's description and pick the one that best fits your search scenario for the student. Then, enter all required information for the student and click **Search**.

You may not have access to all three Search Options. Your level of access is determined and assigned by your User Administrator.

Step 3: Review Results

If our system is ABLE to locate postsecondary enrollment and degree records based on the student information you entered, results will be presented to you in the format below:

Note that for this specific student, our system was able to locate multiple enrollment records, as well as a degree record.

- **If the records have an Enrollment Status code**, hover over the blue exclamation mark next to the **Status** column for a key on what the codes are, and what each of these codes mean.

- **To print results,** click **Export/Print Results**. This will generate a print-friendly Excel spreadsheet called **StudentTracker.xls**. Note that if the student has both Enrollment and Degree records, one spreadsheet will be generated for Enrollment Records and another for Degree Records within StudentTracker.xls.

If our system is UNABLE to locate postsecondary enrollment and degree records based on the student information you entered, it will list possible reasons as to why records were not located:

- *A student record cannot be found based upon the information you entered for the search. Confirm that the SSN or the Date of Birth you entered is correct. Check that there are no typos in the student's name. Try entering the student's full first name or a nickname (ex: Robert or Rob, Elizabeth or Beth).*
- *The requested enrollment and/or degree record may be blocked by the student.*
- *The student's enrollment predates the institution's participation with The Clearinghouse.*

- *The student has never been enrolled or is enrolled at an institution that does not report data to The Clearinghouse.*

Batch File Submission

If you want to query a large number of students (at least 11), consider submitting a Batch Query File to us. A Batch Query File is an

> **NOTE:** The **Search Option Guide** can be found on **Page 20**. The **File Formatting and Submission Guide** can be found on **Page 19**.

Excel spreadsheet containing the students you want to query formatted to our system's required specifications. Our system returns a set of reports to you for every file you submit to us.

The steps for performing a batch file submission are as follows:

Step 1: Choose a Search Option

- Using the **Search Option Guide**, choose a search option and search begin date that best fits your search scenario.

Step 2: Create Your Batch Query File

- Using Microsoft Excel, create a batch query file containing the students you want to search.
- Refer to the **File Formatting and Submission Guide** for file formatting requirements and instructions.

Step 3: Submit Your Batch Query File

- Once your file is complete, upload it to us via your FTP account.
- Refer to the **File Formatting and Submission Guide** for instructions on how to submit your file.

Step 4: File Runs Through Validations

- Once we receive your file, our system will run it through validations. If it passes validations, reports are generated.
- Refer to the **File Status and Validations** section of this guide (**Page 10**) for details on this step, including emails notifications.

Step 5: Retrieve Your Reports

- Our system returns reports to the same FTP account you uploaded your file from.
- Refer to the **File Formatting and Submission Guide** for instructions on how to retrieve reports.
- For additional information reports, refer to the **Reports** section of this guide.

File Status and Validations

StudentTracker instantly returns feedback via automated email notifications to users with the **ST Submissions** role, which is based on the formatting integrity of the Batch Query Files you submit to us. You can also check the processing status of each of these files within the **Submitted Files Log** of the StudentTracker online interface.

When you submit a file to us, our system will run it through two levels of validation:

1. **Structural**: Checks for errors in your file name, layout, and formatting

   Note: Files that fail structural validations will be rejected and will need to be corrected and resubmitted. You will receive an email notification with each specific structural error, as well as how to correct it.

2. **Field Level**: Checks for errors and possible data issues in your Student Detail Rows

   Note: Files that fail field level validation will be rejected and will need to be corrected and resubmitted. You will receive an email notification with each specific field level error, as well as how to correct it. **Some** field level validations are completed automatically by the Clearinghouse system and will be noted in your file's **Validation Results**.

File Validation Emails

For each file you submit to us, our system will send users with the **ST Submissions** role an email advising you if the file passed or failed structural and/or field level validations (example below).

<p style="text-align:center; color:red">Review each of these emails closely, as some may require you to take action on your submitted file.</p>

<p style="text-align:center">File Validation emails are sent from STAuto-Notify@StudentClearinghouse.org.
Do not respond to these emails, as they are auto-generated.</p>

<p style="text-align:center">Below are two sample File Validation emails, Accepted File (left) and Rejected File (right).</p>
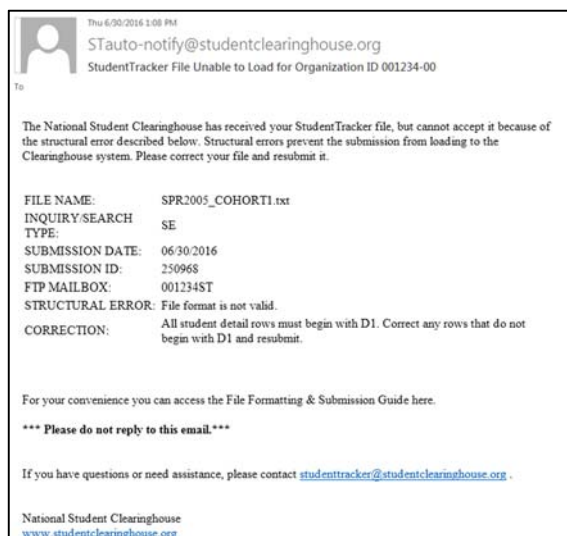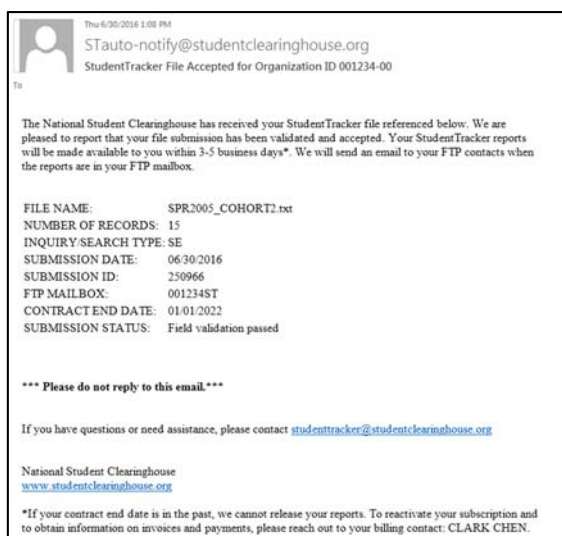
File Status

The StudentTracker user interface allows you to review the Errors and Warnings for each file you submitted. To access the interface, go to **www.StudentClearinghouse.org**, click **User Login**, log in with your Web ID, click the **Research Services** tab, then click **Submitted Files Log** (see below). For additional assistance logging in with your Web ID, see our tutorial at https://clearinghouseacademy.org/how-to-login-to-the-secure-and-the-ftp-sites/.
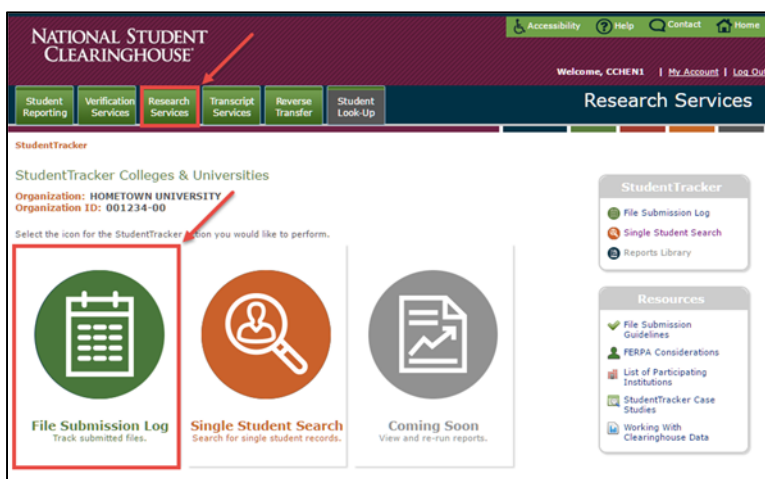
After you click Submitted Files Log, you will see a list of files you have submitted to us, including their details such as file name, file submission date, etc. (see below).
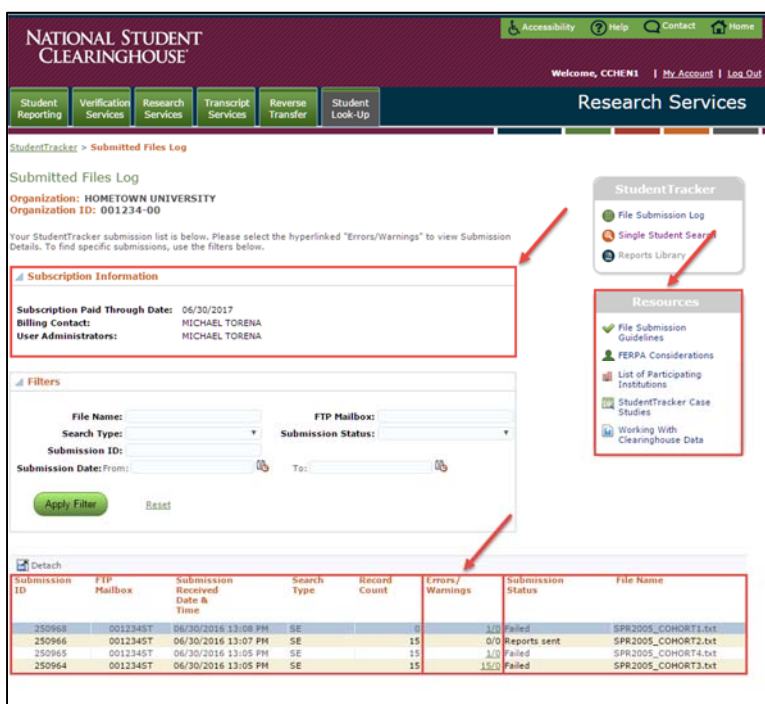
This page also displays your institution's **Subscription Information**, including when your subscription expires, your institution's billing contact (the individual with the **ST Billing** role), and your institution's user administrator (the individual with the **User Administrator** role).

Use **Filters** by entering information in the applicable fields and clicking **Apply** or by clicking **Reset** to see all files or to review details on specific files. Each file will have one of the following statuses:

Status	Definition
In Process/In Progress	System is running file through validations.
Passed	File passed both structural and field-level validations. No further action is needed. Reports will be generated.
Passed with Warnings	System auto-populated or auto-corrected fields. No further action is needed. Reports will be generated.
Failed	File contains errors that must be corrected. Click its Errors / Warnings number for specifics.

File Validation Results

If your file is in **Passed with Warnings** or **Failed** status, click the **Errors/Warnings** link to the right of the file's **Submission ID** to access its validation results. File Validation Emails will also direct you to this page.

The **File Validation Results** page will show you what Errors and Warnings exist in your file, where they are located in your file, and proposed solutions to resolve them.

All Errors must be corrected, while Warnings are informational in nature and include small formatting issues that the Clearinghouse system automatically corrects for your convenience.

Matching

When your file passes all validations, our system will send the student records in your file to the Clearinghouse's matching service. When this occurs, the Submission Status for your file in your Submitted Files Log displays as **Matching**.

How Matches Are Made

When our system performs matching, it takes the information you entered on each student and looks for matching records in our enrollment database before or after the student's Search Begin Date (this depends on the **Search Option** you choose).

*For example, if you perform a Subsequent Enrollment query on John A Smith, born January 1, 1990, with a Search Begin Date of September 15, 2008, our system will return all term records it can locate for John A Smith, born January 1, 1990, with a **Term End Date of September 15, 2008 or later** (for degree records, **a Degree Award Date of September 15, 2008 or later**).*

Records are not returned if the student's information has a directory (FERPA) block, if the student's information has not been submitted by the reporting institution, or if our system cannot locate any matching records within your search range.

> **NOTE:** For additional information on **Search Options**, review the **Search Options Guide** on **Page 20**.

Data Quality

The information in our enrollment database contains records for 98 percent of all postsecondary students in the United States. Information from most institutions is provided to us on a monthly basis. When performing queries, be mindful of the timing that you perform your query. You will want to give reporting institutions time to submit and correct their data.

If you perform queries by semester, we recommend performing them during the following times to make sure that you capture the most available data possible:

- **Spring Semester**: Mid-April
- **Summer Semester**: Mid-August
- **Fall Semester**: Mid-November

Reports

For each Batch Query File you submit to us, we return the following three StudentTracker reports:

1. Control Report
2. Aggregate Report (if DA, PA, or SE query) or Cohort Report (if CO query)
3. Detail Report

Reports are returned to the same FTP account from which you submitted your file. For instructions on retrieving reports, please see the **File Formatting and Submission Guide**.

> **NOTE:** Our reports are designed to provide you with a clear understanding of the batch queries you submitted to us. For more information on how to interpret the information in your reports, please see the definitions on page 15.

Control Report

File Name Format: Sending FTP Account_Submission ID_CNTLRPT_Search Option_Date and Time_Batch Query File Name.txt
(e.g., 001234ST_250966_CNTLRPT_SE_06302016120000_SPR2005_COHORT2.TXT)

The Control Report provides an overview of your search results. The bottom lists postsecondary institutions with over 1,000 students that do not participate in the Clearinghouse's Enrollment Reporting service. We cannot return any enrollment data for students attending these institutions.

Date: 06/30/2016

NATIONAL STUDENT CLEARINGHOUSE
STUDENTTRACKER FOR COLLEGES AND UNIVERSITIES FILE SUMMARY
FOR HOMETOWN UNIVERSITY (001234-00)
SUBMISSION ID # 250966

FILE NAME:	SPR2005_COHORT2.TXT
FILE CREATION DATE:	06/15/2016
QUERY/SEARCH TYPE:	Subsequent Enrollment (SE)

TOTAL STUDENTS IN YOUR STUDENTTRACKER REQUEST FILE:	15
TOTAL STUDENTS WITH NO RESPONSE DATA AVAILABLE:	1
TOTAL STUDENTS FOUND AND INCLUDED IN AGGREGATE REPORT:	14
(Aggregate displays initial enrollment records only)	
TOTAL STUDENTS WITH AT LEAST 1 RECORD FOUND FOR DETAIL REPORT:	14
(Includes students with partially blocked records)	

RECORDS BLOCKED ON DETAIL REPORT

TOTAL STUDENTS WITH INITIAL TERM ENROLLMENT/DEGREE RECORDS BLOCKED:	0
TOTAL STUDENTS WITH PARTIALLY BLOCKED ENROLLMENT/DEGREE RECORDS:	0
TOTAL STUDENTS WITH COMPLETE ENROLLMENT/DEGREE HSITORY BLOCKED:	0
* DEGREEVERIFY PARTICIPANT:	Yes
** ADDITIONAL DATA ELEMENTS:	Yes

More than 3,600 colleges and universities, enrolling over 98% of all students in public and private U.S. institutions, participate in the Clearinghouse.

Colleges that do not report attendance and completion data to the Clearinghouse are not included in your StudentTracker reports or student-level detail file. To help you identify these institutions, below is a list of the colleges with 1,000 or more students that do not report attendance and completion data to the Clearinghouse. If you have questions, e-mail us at studenttracker@studentclearinghouse.org.

School Code	School Name	Enrollment Size
009999-00	BLUE LAKE UNIVERSITY	1500
009990-00	GREENFIELD COMMUNITY COLLEGE	1250

Here is a description of each of the rows of information on the Control Report:

Row Description	Definition
TOTAL STUDENTS IN YOUR STUDENTTRACKER REQUEST FILE	Total number of student records from the file. Each row in the request file beginning with "D1" is considered a student record.
TOTAL STUDENTS WITH NO RESPONSE DATA AVAILABLE	Total number of students for whom the Clearinghouse cannot return any enrollment or degree information. Information may not be returned for the following reasons: 1) the student attended a school that does not report enrollment or degree information to the Clearinghouse; 2) the records in the Clearinghouse database are not within the search date parameters; 3) the student did not match to any records in the Clearinghouse database. The **Record Found** indicator on the detail report will = N for these students.
TOTAL STUDENTS FOUND AND INCLUDED IN THE AGGREGATE REPORT	Total number of students that have matched to a student in the Clearinghouse's database and who has records that meet the search date parameters. TOTAL STUDENTS IN YOUR STUDENTTRACKER REQUEST FILE − TOTAL STUDENTS WITH NO RESPONSE DATA AVAILABLE = TOTAL STUDENTS FOUND AND INCLUDED IN THE AGGREGATE REPORT For CO, DA, SB, SE queries, the student must have an enrollment record with a term end date that is after the search date, or a degree record with an award date that is after the search date. For PA queries, the student must have an enrollment record with a term end date prior to the search date, or a degree record with an award date prior to the search date.
TOTAL STUDENTS WITH AT LEAST 1 RECORD FOUND FOR DETAIL REPORT	Total number of students that have matched to a student in the Clearinghouse's database, who have records that meet the search date parameters and for whom the Clearinghouse can report some or all enrollment or degree information. TOTAL STUDENTS FOUND AND INCLUDED IN THE AGGREGATE REPORT − TOTAL STUDENTS WITH COMPLETE ENROLLMENT /DEGREE HISTORY BLOCKED = TOTAL STUDENTS WITH AT LEAST 1 RECORD FOUND FOR DETAIL REPORT The **Record Found** indicator on the detail report will = Y for these students.
TOTAL STUDENTS WITH INITIAL ENROLLMENT OR DEGREE RECORDS BLOCKED	Total students that have matched to a student in the Clearinghouse's database and met the search date parameters, but the student's initial record as explained above is blocked. When the record is blocked, the student is counted on the Aggregate Report, but you will not be able to see the records on the Detail Report. Therefore, you will not be able to determine how long the student went to this school or whether the student received a degree from this school.
TOTAL STUDENTS WITH PARTIALLY BLOCKED ENROLLMENT/DEGREE RECORDS	Total students that have matched to a student in the Clearinghouse's database and met the search date parameters, but the student has records at more than one school, possibly with multiple branches, and some of these records are blocked. The **Record Found** indicator for the student in Detail Report will = Y, but a complete enrollment or degree history will not display.
TOTAL STUDENTS WITH COMPLETE ENROLLMENT /DEGREE HISTORY BLOCKED	Total number of students that have matched to a student in the Clearinghouse's database and met the search date parameters but for whom the Clearinghouse cannot report any enrollment or degree information on the Detail Report because all of the student's records (from all schools attended) are blocked*. The **Record Found** indicator on the detail report will = N.

Aggregate Report
(DA, PA, and SE queries ONLY)

File Name Format: Sending FTP Account_Submission ID_AGGRPT_Search Option_Date and Time_Batch Query File Name.csv
(e.g., 001234ST_250966_AGGRPT_SE_06302016120000_SPR2005_COHORT2.CSV)

The Aggregate Report (generated for DA, PA, and SE queries) provides the most commonly attended institutions, based on the Search Begin Date provided. The numbers included only contain information on a student's **initial** enrollment and **initial degree.** Additional detailed information regarding each student's enrollment history can be found in the detail report. This number is aggregate and includes counts of all students that matched and meet the search date criteria, even though the student records may be blocked.

For DA and SE queries, the record must have a term end date that is greater than the search date. Initial enrollment is then determined by earliest term begin date. The initial school is considered to be the school with the latest enrollment. **For PA queries,** the record must have a term end date that is earlier than the search date. Initial enrollment is then determined by the latest term begin date.

For CO queries, a Cohort Report is generated in place of an Aggregate Report. Details on the Cohort Report can be found at http://studentclearinghouse.info/onestop/wp-content/uploads/ST_CohortQueryGuide.pdf.

Date: 06/30/2016

NATIONAL STUDENT CLEARINGHOUSE
STUDENTTRACKER AGGREGATE REPORT : ANALYSIS OF INITIAL TRANSFERS
FOR HOMETOWN UNIVERSITY (001234-00)
SUBMISSION ID # 250966

FILE NAME: SPR2005_COHORT2.TXT
FILE CREATION DATE: 06/15/2016
QUERY/SEARCH TYPE: Subsequent Enrollment (SE)

SCHOOL CODE	SCHOOL NAME	SCHOOL TYPE	PUBLIC / PRIVATE	STATE	% STUDENTS	# STUDENTS ID'D AT INITIAL SCHL	# STUDENTS INTIAL SCHL BLOCKED	# STUDENTS INTIAL SCHL DETAIL RPT	# STUDENTS AWARDED DEG THIS SCHL	# STUDENTS AWARDED DEG LATER SCHLS
000123-00	RAFFLES UNIV	4	Public	CA	42.86%	6	0	6	2	5
000456-00	CLARKE UNIV	4	Public	CA	28.57%	4	0	4	0	0
000789-00	RAFFLES CC	2	Public	CA	7.14%	1	0	1	1	0
001235-00	BEACH ACAD	4	Private	CA	7.14%	1	0	1	1	0
005678-00	TAMPINES UNIV	4	Private	CA	7.14%	1	0	1	0	0
009012-00	CONRAD UNIV	4	Private	CA	7.14%	1	0	1	0	0
TOTAL:					99.99%	14	0	14	4	5

Detail Report

File Name Format: Sending FTP Account_Submission ID_DETRPT_Search Option_Date and Time_Batch Query File Name.csv
(e.g., 001234ST_250966_DETRPT_SE_06302016120000_SPR2005_COHORT2.CSV)

The Detail Report provides all postsecondary term information we were able to locate and return on your students within your search variables. Each row contains information on one postsecondary term, or a degree (if available). **For questions about reviewing the reports, please refer to the Detail Report Guide** at http://studentclearinghouse.info/onestop/wp-content/uploads/ST_DetailReportGuide.pdf.

Below is a sample Detail Report, broken down into three groupings (with larger screen shots) on the following pages.

Student Information

This is Columns A to H of the Detail Report. This section contains what you entered for each student in your Batch Query File.

	A	B	C	D	E	F	G	H
1	Your Unique Identifier	First Name	Middle Initial	Last Name	Suffix	Requester Return Field	Record Found Y/N	Search Date
2		DARREN	A	YOUNG		123456789_	Y	20080915
3		DARREN	A	YOUNG		123456789_	Y	20080915
4		ROBERT	B	FORD	III	987654321_	N	20080915
5		FRANK		HWANG		123459876_	Y	20080915
6		FRANK		HWANG		123459876_	Y	20080915
7		FRANK		HWANG		123459876_	Y	20080915
8		FRANK		HWANG		123459876_	Y	20080915
9		FRANK		HWANG		123459876_	Y	20080915
10		FRANK		HWANG		123459876_	Y	20080915
11		FRANK		HWANG		123459876_	Y	20080915
12		FRANK		HWANG		123459876_	Y	20080915
13		FRANK		HWANG		123459876_	Y	20080915
14		FRANK		HWANG		123459876_	Y	20080915

Notice how Darren A. Young appears twice in this report. This is because Darren has two postsecondary terms within this file's search range that we were able to report.

Enrollment Information

This is Columns I to U of the Detail Report. This section contains enrollment information for your students as reported by their schools. Note that Columns N and O list Term Begin and Term End dates, respectively.

**Your school must submit Expanded Data Elements in its Enrollment Reporting files
in order for you to receive expanded data (Columns Q-U).**

	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	College Code/Branch	College Name	College State	2-year/4-year	Public/Private	Enrollment Begin	Enrollment End	Enrollment Status	Class Level	Enrollment Major 1	Enrollment CIP 1	Enrollment Major 2	Enrollment CIP 2
2	000789-00	RAFFLES COMMUNITY COLLEGE	CA	2	Public	20150901	20151215	L					
3	000789-00	RAFFLES COMMUNITY COLLEGE	CA	2	Public	20160101	20160515	L					
4													
5	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20090901	20091215	F	F	ARCHITECTURE			
6	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20100115	20100515	F	F	ARCHITECTURE			
7	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20100901	20101215	F	S	ARCHITECTURE			
8	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20110115	20110515	F	S	ARCHITECTURE			
9	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20110915	20111215	F	J	ARCHITECTURE		CHINESE	
10	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20120115	20120515	F	J	ARCHITECTURE		CHINESE	
11	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20120915	20121215	F	R	ARCHITECTURE		CHINESE	
12	005678-00	TAMPINES UNIVERSITY	CA	4	Private	20130115	20130515	F	R	ARCHITECTURE		CHINESE	
13	005678-00	TAMPINES UNIVERSITY	CA	4	Private								
14	005678-00	TAMPINES UNIVERSITY	CA	4	Private								

> **NOTE: Enrollment Status (Column P)** may not be returned in reports for specific students if their reporting institution considers it directory information (this will block this data element from being released).

*From this section, we can conclude that Darren A. Young attended Raffles Community College (a 2-year, public college in California) in the fall 2015 and spring 2016 terms. By referencing the **Detail Report Guide**, we find that both of Darren's terms are Less-than Half Time (L), meaning he probably only took one to two courses at Raffles each reported term.*

Degree Information

This is Columns V to AB of the Detail Report. This section contains degree information, if available.

**Your school must be active with the DegreeVerify service in order for you to receive degree information in your reports.
For more information on the DegreeVerify service, visit http://studentclearinghouse.org/colleges/degreeverify.**

	V	W	X	Y	Z	AA	AB	AC
1	Graduated?	Graduation Date	Degree Title	Degree Major 1	Degree CIP 1	Degree Major 2	Degree CIP 2	College Sequence
2	N							1
3	N							
4								
5	N							1
6	N							
7	N							
8	N							
9	N							
10	N							
11	N							
12	N							
13	Y	20130515	BA	ARCHITECTURE				
14	Y	20130515	BA			CHINESE		

While Darren did not receive any degrees within your search range, student Frank Hwang received two Bachelors of Arts (in Architecture and in Chinese) for the spring 2013 semester.

Appendix A: File Formatting and Submission Guide

If you want to query 11 or more students, create and submit Batch Query File to us. A Batch Query File is an Excel spreadsheet that contains the students you want to query and is formatted to our system's requirements.

Here is a sample completed Batch Query File (with fake data) provided for visual reference:

The process for creating and submitting a Batch Query File is as follows:

Step	Description	Page
1	Set Search Variables (**Search Options Guide**)	**20**
2	Create Your Batch Query File	**21**
	• Set Cells to Text Format	**21**
	• Create Your Header Row	**22**
	• Create Your Student Detail Rows	**23**
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	• Save Your File in Text (Tab Delimited) Format	**24**
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For assistance, please contact us at **StudentTracker@StudentClearinghouse.org** or **703-742-4211**.

Step 1: Set Search Variables

Select one of the Search Options below that best fits your search scenario. Then, choose an appropriate Search Begin Date for each student you will be querying.

Each Search Option has its own search behavior and requirements:

- **CO, DA, and SE queries** locate enrollment records with a **Term End Date of the Search Begin Date OR LATER**, and/or degree records with an **Award Date of the Search Begin Date OR LATER**.

- **PA queries** locate enrollment records with a **Term End Date of the Search Begin Date OR EARLIER**, and/or degree records with an **Award Date of the Search Begin Date OR EARLIER.**

Query Option and Potential Purpose	Potential Search Begin Date	Can Submit SSN?
Longitudinal Cohort (CO) Reporting for: • Student Achievement Measure (SAM) • Voluntary System of Accountability (VSA)	2 weeks into first term at your institution. **Fall Semester** = YYYY0915 **Spring Semester** = YYYY0115 **You can only enter 1 unique Search Begin Date per CO file.** **Search date for CO query cannot be more than 16 years in the past.**	**N**
Declined Admissions (DA) • Enrollment of former applicants who chose not to enroll at your institution.	Start date of admission term at your institution.	**N**
Prior Attendance (PA) • Historical enrollment of pending applicants to your institution and current students.	**Pending Applicant** Start date of admission term at your institution. **Current Student** Start date of first term at your institution.	**Pending Applicant** **Y** **Current Student** **N**
Subsequent Enrollment (SE) • Concurrent enrollment of current students. • Subsequent enrollment of former students.	**Current Student** 2 weeks into term at your institution. **Former Student** 1 month after leaving your institution.	**N**

For assistance, please contact us at **StudentTracker@StudentClearinghouse.org** or **703-742-4211**.

Step 2: Create Your Batch Query File

Set Cells to Text Format

To retain leading zeroes in your file, all cells in your file **must** be formatted in TEXT format.
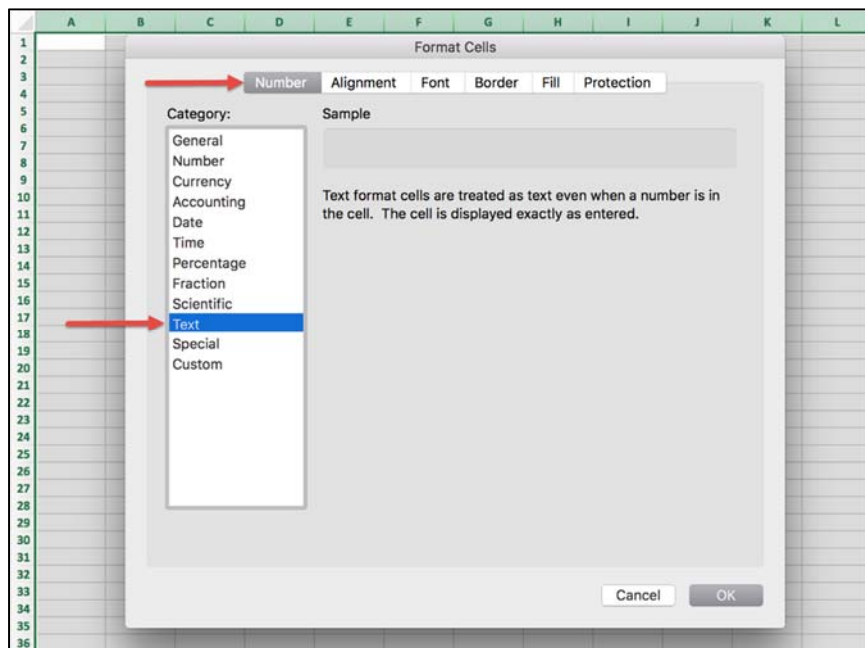
1. In Excel, open a new spreadsheet and highlight columns A through L (columns will appear shaded).

2. Right-click within the shaded columns and click **FORMAT CELLS**.

3. Under the **NUMBER** tab, click **TEXT** and click **OK**.

Create Your Header Row

The Header Row informs our system who sent the file, when they sent the file, and what type of query to perform.
This row should be the first row in your file.

Sample Header Row

Note	* = Required field.			
Col.	Field	Sample Header Row	Limit	Comments
A	H1 *	H1	2	• Indicates the start of the Header Row.
B	School Code *	001234	6	• The first 6 digits of your school's OPE ID.
C	Branch Code *	00	2	• The last 2 digits of your school's OPE ID.
D	School Name *	HOMETOWN UNIVERSITY	40	• Your school name.
E	File Creation Date *	20160101	8	• The date you are creating your file. • **All dates must be in YYYYMMDD format.**
F	Query Option *	SE	2	• CO = Longitudinal Cohort • DA = Declined Admissions • PA = Prior Attendance • SE = Subsequent Enrollment
G	Capital "I" *	I	1	• Capital "I" for institution.

Create Your Student Detail Rows

Our system uses what you enter in the Student Detail Rows to locate matching records in our enrollment database.
These rows should be entered between the Header Row and Trailer Row in your file.
You must enter a minimum of 11 Student Detail Rows per file.

Sample Student Detail Rows

Note	* = Required field.			
Col.	Field	Sample Detail Row	Limit	Comments
A	D1 *	D1	2	• Indicates the start of a Student Detail Row.
B	Social Security Number		9	• IF PA query on non-enrolled, enter 9-digit SSN. • IF CO, DA, or SE query, leave blank.
C	First Name *	ASANTE	20	• Student's first name.
D	Middle Initial	A	1	• **Strongly recommended for best results.**
E	Last Name *	ALBERTSON	20	• Student's last name.
F	Suffix	JR	5	• Student's suffix.
G	Date of Birth	19900320	8	• **DOB is required in order for a match to be made.** • **All dates must be in YYYYMMDD format.**
H	Search Date *	20150601	8	• **All dates must be in YYYYMMDD format.** • The earliest Search Date accepted is 1/1/1960. • **For CO query: Search date cannot be more than 16 years in the past**
I	Blank Column *		0	• Leave this column blank.
J	School Code *	001234	6	• The first 6 digits of your school's OPE ID.
K	Branch Code *	00	2	• The last 2 digits of your school's OPE ID.
L	Requester Return Field	10045643.M.ROTC	50	• Identifier info you want returned (e.g. Student ID). • Use a period to separate identifiers (e.g. ID1.ID2.ID3). • DO NOT include symbols (e.g. !, @, #, etc.). • We do not match using identifier information.

NOTE: Please **DO NOT** include accented and/or special characters in student name fields (columns C, D, E, F).

Create Your Trailer Row

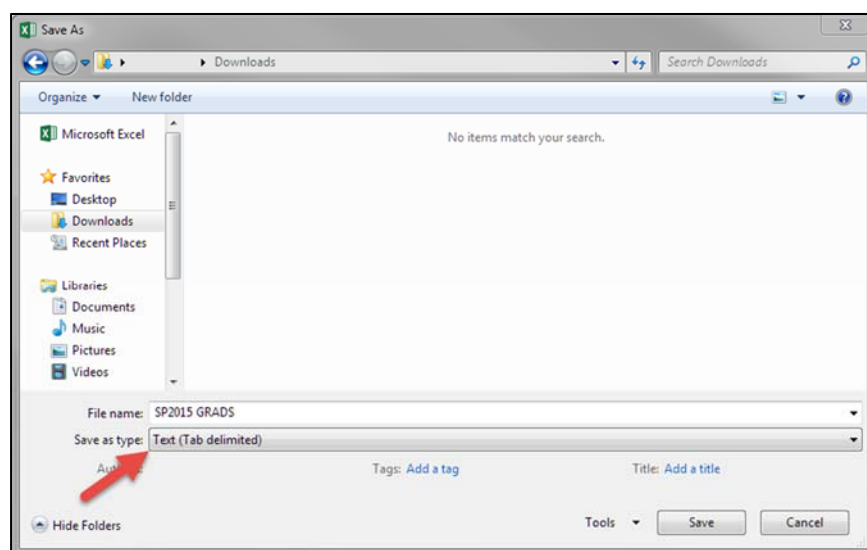The Trailer Row informs our system that your file ends at that row.
This row should be the last row in your file.

Sample Trailer Row

	A	B	C	D	E	F	G	H	I	J	K	L
13	T1	13										

Note	* = Required field.				
Col.	**Field**	**Sample Trailer Row**	**Limit**	**Comments**	
A	T1 *	T1	2	• Indicates the start of a Trailer Row.	
B	Row Count *	13	6	• The **number of rows** in your file.	

## Save Your File in Text (Tab Delimited) Format

1. In Excel, click **FILE** and **SAVE AS**.

2. In the **SAVE AS** window, choose the location on your computer where you would like to save your file.

3. Enter a **FILE NAME**. Your file name must not contain special characters (e.g. !, @, #, etc.).

4. In the **SAVE AS TYPE** drop-down, choose **TEXT (TAB DELIMITED)**.

5. Click **SAVE** and click **YES** for any pop-ups that appear.

Step 3: Submit Your Batch Query File

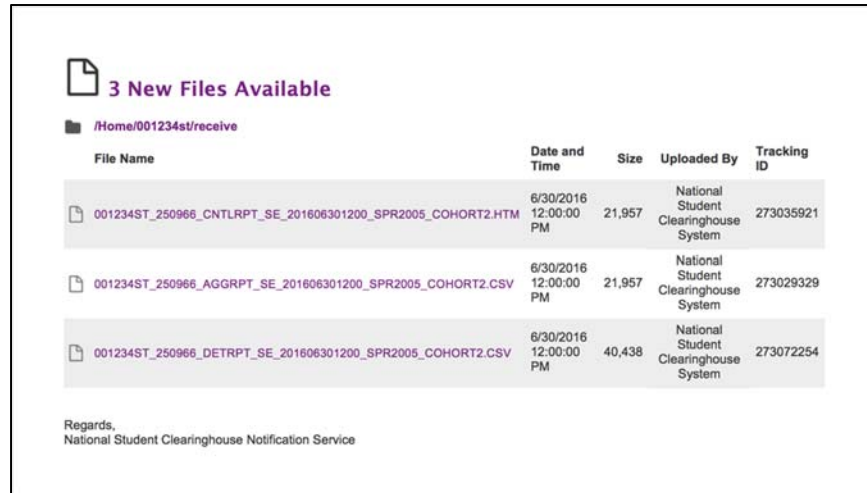To protect your student's data, all files must be submitted to us through your StudentTracker FTP account.
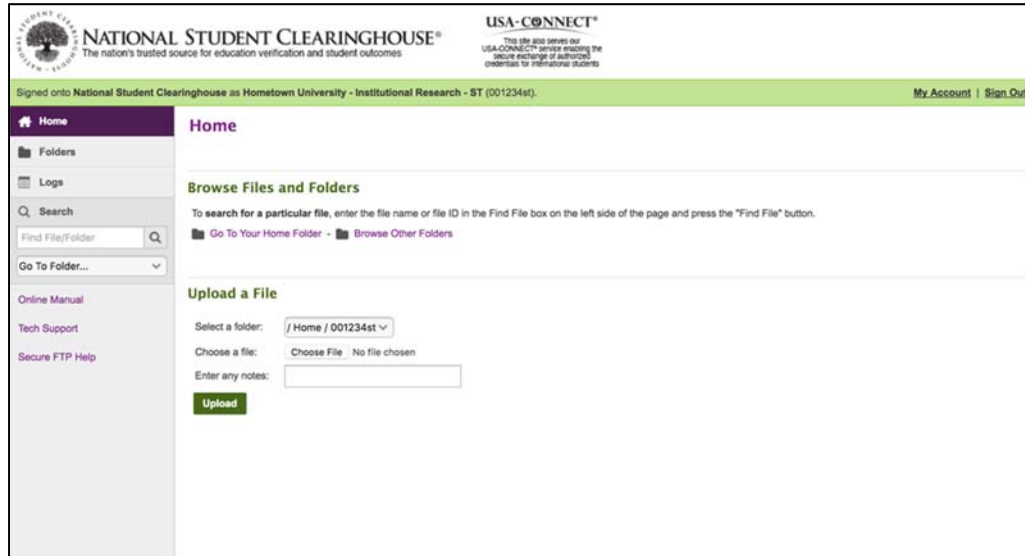
1. Log in to your StudentTracker FTP account from the FTP site: **FTP LOGIN** from **www.StudentClearinghouse.org**.
    If you require a password reset, please email **StudentTracker@StudentClearinghouse.org**.

2. After you log in, you may upload your file using the Upload/Download Wizard or manually. Both methods of upload have the same procedure, but we recommend hitting **DISABLE THE WIZARD** and uploading manually.

3. Click **CHOOSE FILE**, navigate to the file you want to upload on your computer, and click **UPLOAD FILE**.

4. All users with the **FTP** role will receive an upload confirmation email for each file you send us (see below).
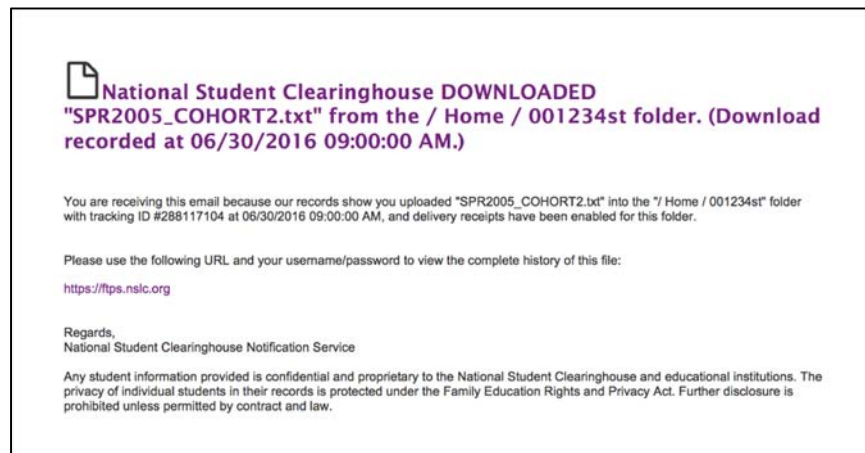
Step 4: Download Your Reports

1. When reports are ready to download, all users with the **FTP** role will receive a notification email for each set of reports ready to download (see below).

2. Log in to your StudentTracker FTP account from the FTP site: **FTP LOGIN** from **www.StudentClearinghouse.org**.
   If you require a password reset for your FTP account, please email **StudentTracker@StudentClearinghouse.org**.

3. Click **FOLDERS** on the left side of the FTP home page, then click through a trail of folders:

HOME → [YOUR FTP USERNAME] → RECEIVE
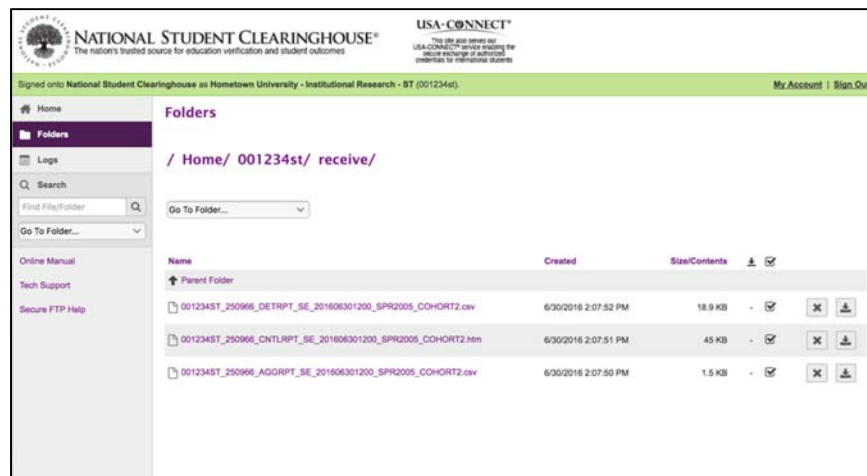
4. Click ⬇ for each file to download the file.

NOTE: For security purposes, reports in the **Receive** folder are automatically deleted 90 days after receipt.
Reports in the **Receive-Archive** folder are automatically deleted 180 days after receipt.

File Formatting Guide: Quick Reference

Note	* = Required field. **Minimum of 11 Student Detail Rows per file.**

Create Header Row

Col.	Field	Sample File	Limit	Comments
A	H1 *	H1	2	• Indicates the start of the Header Row.
B	School Code *	001234	6	• The first 6 digits of your school's OPE ID.
C	Branch Code *	00	2	• The last 2 digits of your school's OPE ID.
D	School Name *	HOMETOWN UNIVERSITY	40	• Your school name.
E	File Creation Date *	20160101	8	• The date you are creating your file. • **All dates must be in YYYYMMDD format.**
F	Query Option *	SE	2	• CO = Longitudinal Cohort • DA = Declined Admissions • PA = Prior Attendance • SE = Subsequent Enrollment
G	Capital "I" *	I	1	• Capital "I" for institution.

Create Student Detail Rows

Col.	Field	Sample File	Limit	Comments
A	D1 *	D1	2	• Indicates the start of a Student Detail Row.
B	Social Security Number		9	• IF PA query on non-enrolled, enter 9-digit SSN. • IF CO, DA, or SE query, leave blank.
C	First Name *	ASANTE	20	• Student's first name.
D	Middle Initial	A	1	• **Strongly recommended for best results.**
E	Last Name *	ALBERTSON	20	• Student's last name.
F	Suffix	JR	5	• Student's suffix.
G	Date of Birth	19900320	8	• **DOB is required in order for a match to be made.** • **All dates must be in YYYYMMDD format.**
H	Search Date *	20150601	8	• **All dates must be in YYYYMMDD format.** • The earliest Search Date accepted is 1/1/1960. • **For CO query: Search date cannot be more than 16 years in the past.**
I	Blank Column *		0	• Leave this column blank.
J	School Code *	001234	6	• The first 6 digits of your school's OPE ID.
K	Branch Code *	00	2	• The last 2 digits of your school's OPE ID.
L	Requester Return Field	10045643.M.ROTC	50	• Identifier info you want returned (e.g. Student ID). • Use a period to separate identifiers (e.g. ID1.ID2.ID3). • DO NOT include symbols (e.g. !, @, #, etc.). • We do not match using identifier information.

Create Trailer Row

Col.	Field	Sample File	Limit	Comments
A	T1 *	T1	2	• Indicates the start of a Trailer Row.
B	Row Count *	13	6	• The **number of rows** in your file.

Save File in Text (Tab Delimited) Format

• File → Save As → Save As Type: Text (Tab Delimited) → OK all pop-ups

For assistance, please contact us at **StudentTracker@StudentClearinghouse.org** or **703-742-4211**.

Appendix B: File Formatting Guide (Flat File)

Note	* = Required field. **Minimum of 11 Student Detail Rows per file.**				
Field	**Length**	**Start**	**Stop**	**Type**	**Comments**
Create Header Row					
H1 *	2	01	02	AN	• Indicates the start of the Header Row.
School Code *	6	03	08	N	• The first 6 digits of your school's OPE ID.
Branch Code *	2	09	10	N	• The last 2 digits of your school's OPE ID.
School Name *	40	11	50	AN	• Your school name.
File Creation Date *	8	51	58	N	• The date you are creating your file. • **All dates must be in YYYYMMDD format.**
Query Option *	2	59	60	A	• CO = Longitudinal Cohort • DA = Declined Admissions • PA = Prior Attendance • SE = Subsequent Enrollment
Capital "I" *	1	61	61	AN	• Capital "I" for institution.
Create Student Detail Rows					
D1 *	2	01	02	AN	• Indicates the start of a Student Detail Row.
Social Security Number	9	03	11	N	• IF PA query on non-enrolled, enter 9-digit SSN. • IF CO, DA, or SE query, leave blank.
First Name *	20	12	31	AN	• Student's first name.
Middle Initial	1	32	32	AN	• **Strongly recommended for best results.**
Last Name *	20	33	52	AN	• Student's last name.
Suffix	5	53	57	AN	• Student's suffix.
Date of Birth	8	58	65	N	• **DOB is required in order for a match to be made.** • **All dates must be in YYYYMMDD format.**
Search Date *	8	66	73	N	• **All dates must be in YYYYMMDD format.** • The earliest Search Date accepted is 1/1/1960. • **For CO query: Search date cannot be more than 16 years in the past.**
Blank Column *	1	74	74	AN	• Leave this column blank.
School Code *	6	75	80	N	• The first 6 digits of your school's OPE ID.
Branch Code *	2	81	82	N	• The last 2 digits of your school's OPE ID.
Requester Return Field	50	83	132	AN	• Identifier info you want returned (e.g. Student ID). • Use a period to separate identifiers (e.g. ID1.ID2.ID3). • DO NOT include symbols (e.g. !, @, #, etc.). • We do not match using identifier information.
Create Trailer Row					
T1 *	2	01	02	AN	• Indicates the start of a Trailer Row.
Row Count *	8	03	10	N	• The **number of rows** in your file.

For assistance, please contact us at **StudentTracker@StudentClearinghouse.org** or **703-742-4211**.